

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Thursday, March 21, 2019, 6:00 p.m.**

**Selectboard:** Pat Sabalis, Bob Stone and Dan Steinbauer (arrived at 6:30 p.m.)

**Town Staff:** Brian Bigelow

**Public:** Ruth Miller (MMCTV), Mat Champlin, Kurt Johnson, Mike Weisel, Pat Weisel, Sean McCann, Susan Thomas

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Pat Sabalis. Adjustments to agenda: Add Historical Society application for Historic Site Marker at Old Schoolhouse #5.

**6:01 p.m. Public Comment Period.** Kurt Johnson shared an email he received from Lee Hendrickson regarding speeding on Poker Hill Road. He advised her that while he was no longer on the Selectboard he would be attending this meeting and would forward the information. Town Administrator to contact Road Foreman and follow up.

**6:02 p.m. Mat Champlin, Chief Underhill-Jericho Fire Department (UJFD), Proposal to retain consultant to review need for a ladder truck.** Chief Champlin and Selectboard discussed UJFD proposal to retain a consultant to provide an assessment of the potential need for an aerial apparatus. UJFD prepared a scope of work and received quotes from three contractors. The UJFD is requesting approval from the Selectboards of Underhill and Jericho to retain Vickers Consulting Services to provide the service at a cost of \$4,000. Vickers is the low bidder and is a known quality having been used by the UJFD before for several grant proposals. Existing funds would be used to retain a consultant. While not presuming the result of the study, Chief Champlin answered questions from the Selectboard, Kurt Johnson and Mike Weisel about the equipment: ~\$800,000 for the vehicle (single rear axle, 75' ladder) which would replace UJFD Rescue 1, keeping the fleet size unchanged and would be based out of the Route 15 station.

Bob Stone advised that he would recuse himself from this Selectboard decision as he is also a Captain at the UJFD. With Dan Steinbauer not expected until 7:00 p.m., the Selectboard will readdress with the Vice Chair present. Mat Champlin offered that a decision was not required tonight and would be available if Dan Steinbauer had any questions.

**6:27 p.m. New Business**

**VTrans/DEC Annual Forms.** The Selectboard and staff discussed the VTrans form TA-60 (Annual Financial Plan - Town Highways) which is required annually within 60 days of the adoption of the municipal budget. The purposes of formalizing the town's highway budget to VTrans include demonstrating that state aid to highways is included as revenue and that the town will expend more per mile than the statutory minimum. Selectboard signed the prepared form.

Dan Steinbauer arrived at 6:30 p.m.

**6:31 p.m. Mat Champlin, Chief Underhill-Jericho Fire Department (UJFD), Proposal to retain consultant to review need for a ladder truck (con't).** Mat Champlin returned after seeing Vice Chair

arrive and had additional discussion with Selectboard. After discussion consensus of the Selectboard (Chair and Vice Chair with Bob Stone recused) was to support UJFD's contracting with Vickers Consulting Services for an Arial Apparatus Assessment.

**VTrans/DEC Annual Forms (con't).** Staff and Selectboard discussed the Municipal Roads General Permit (MRGP) program, background and obligations. Selectboard reviewed the required 2019 MRGP Planning Report prepared by the Town Administrator for transmittal to DEC.

**Historical Society application for Historic Site Marker at Old Schoolhouse #5.** Susan Thomas, Vice President of the Underhill Historical Society in attendance. Vice President Thomas and Selectboard discussed process and the application. As the property is owned by the Town of Underhill, land owner permission is required.

Bob Stone moved that the Chair be authorized to sign the application. Dan Steinbauer seconded and the motion passed 3-0.

Town Administrator to draft a letter emphasizing the support of the Town beyond ownership.

**Draft Update to Road & Bridge Standards.** 2019 VTrans draft standards presented to Selectboard. Draft has been reviewed by the Road Foreman with no concerns identified. Local Road, Driveway and Trail Ordinance references VTrans standards.

Public comment received from Mike and Pat Weisel spoke about instances on Irish Settlement Road that they felt was excessive tree cutting. Kurt Johnson advised that item would be on the next HIEC meeting agenda.

#### **6:54 p.m. Old Business.**

**Bridge# 8 RFP.** Request for Proposals (RFP) for repairs to Bridge #8 on Pleasant Valley Road north of the Town Hall discussed with Selectboard, members of the Highways Infrastructure and Equipment Committee (HIEC) and staff who reviewed the schedule for Site Visit, proposal due date, HIEC review and recommendation and Selectboard review and action.

**2019-2020 Rules of Procedure.** Draft Rules discussed by Selectboard and staff. By consensus the Selectboard approved the 2019-20 Rules of Procedure and schedule.

**Flats Sidewalk Update.** Town Administrator provided update. Four easements remain outstanding but progressing. Project cannot be put out to bid until clearing VTrans Right-of-Way. The hope is that work will begin this summer.

**7:03 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants.

Pat Sabalis moved to approve the minutes of the February 26, 2019 Special Meeting of the Selectboard and Public Informational Hearing. Dan Steinbauer seconded and the motion passed by a vote of 2-0-1 (Bob Stone abstaining, had not been in attendance.).

Pat Sabalis moved to approve the minutes of the February 28, 2019 Special Meeting of the Selectboard. Dan Steinbauer seconded and the motion passed by a vote of 2-0-1 (Bob Stone abstaining, had not been in attendance).

Pat Sabalis moved to approve the minutes of the March 12, 2019 Special Meeting of the Selectboard. Bob Stone seconded and the motion passed by a vote of 2-0-1 (Dan Steinbauer abstaining, had not been in attendance).

**7:10 p.m. Member Items, Correspondence, Announcements, Schedule:**

Notice made of receipt of:

- Brad Holden to attend the April 2, 2019 Selectboard to discuss the 2019 FEMA mapping proposal and the 2011 process. Brad Holden and Town Administrator to attend Informational meeting 6:00 p.m. March 26, 2019
- Memorandum from Town Clerk Sherri Morin regarding March 3, 2019 Payroll discussed. Consensus to have Town Clerk attend next meeting.

Bob Stone advised Selectboard of assistance given by Underhill resident Johannes Jobst in getting his .gov email address up and running.

Bob Stone moved that the Selectboard thank Johannes Jobst for his efforts on the Towns behalf. Pat Sabalis second and the motion passed 3-0.

Town Administrator to draft letter of appreciation.

The next Regular Meeting of the Underhill Selectboard is scheduled for April 2, 2019 at 4:00 p.m.

**7:29 p.m. Adjournment:** On a motion made by Pat Sabalis and seconded by Bob Stone, the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.

  
Pat Sabalis, Chair

4/2/19  
Date